

Applicant Name: \_\_\_\_\_ Job Site Address: \_\_\_\_\_ Application No.: \_\_\_\_\_



## Demolition Permit Application

City of Columbus, Ohio • Department of Building & Zoning Services

757 Carolyn Avenue, Columbus, Ohio 43224 • Phone: 614-645-7433 • Fax: 614-645-7912 • [www.columbus.gov](http://www.columbus.gov)

**ALL FEES ARE NON-REFUNDABLE • Please type or print all information**

Type of Permit:

Date: \_\_\_\_\_

**Residential:**

- ☐ 1 Family Dwelling  
☐ 2 Family Dwelling  
☐ 3 Family Dwelling

**Commercial:**

- ☐ 4 or more Family Dwelling: # of Units: \_\_\_\_\_  
☐ Commercial Structure

**Job Site Information:**

Address of Job**	Zip	Tax District/ Parcel**	Number of Stories
Building Dimensions: _____ x _____ = _____ Sq. Ft. <input type="checkbox"/> Main Building • <input type="checkbox"/> Accessory Building			
Type of Construction		Cost of Demolition	

**Property Owner of Record\*\*:**

Name	Street Address	City, State, Zip
Telephone Number	Fax Number	E-Mail Address

**Contractor:**

Registration Number**	Expiration Date	Company/Contractor Name
Street Address	City, State, Zip	Fax Number
Email Address	Telephone Number	

**ORDINANCE #661-88**

- ☐ All demolition shall proceed only on weekdays, Monday through Friday between 7:30 am and 6:00 pm, unless specifically extended or altered by the Administrator.
- ☐ The Administrator may order an inspection at any time during the demolition to assure that all procedures are being followed per Section 4113.79 & 4123.23 of the Columbus City Code.
- ☐ Immediately prior to the demolition of the premises, rodents, insects and other vermin shall be eliminated therefrom by methods approved by the Health Commission, Columbus Public Health, 614-645-8191.
- ☐ Asbestos will be handled and removed prior to any demolition in accordance with the Ohio Administrative Code Ordinance #3745-20. Under penalty of law. For more information contact the Ohio Environmental Protection Agency, Division of Air Pollution Control, 614-728-3816.
- ☐ The debris from any building shall be thoroughly dampened to prevent circulation of dust.
- ☐ The demolition contractor shall fax the "Demolition Request Form" for a final inspection upon completion of demolition to 614-645-8358.

**APPLICANT HAS READ AND WILL COMPLY WITH ALL DEMOLITION STANDARDS PER ORD. #661-88 & OAC ORD. #3745020.**

Signature of Applicant, Licensed Contractor, or Authorized Signer \_\_\_\_\_ Print or Type Name \_\_\_\_\_

**If Payment will be made through a SOFT Account, please provide the following:**

SOFT Account #/ PIN # \_\_\_\_\_ SOFT Account Authorized Signature \_\_\_\_\_

**SUBMIT ORIGINAL NOTARIZED STATEMENT**

**\*\*PLEASE NOTE:** Incomplete information will result in the rejection of this submittal.

For all questions regarding this form please call : 614-645-6090

**Please make checks payable to the Columbus City Treasurer**



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### Demolition Application Owner's Statement\*\*:

I (We), \_\_\_\_\_, state that I (We) own the property at  
Name(s)

\_\_\_\_\_, for which a demolition permit application is being made to  
Street Address Zip

City of Columbus Building & Development Services. \_\_\_\_\_ is acting as my (our)  
Name of Demolition Contractor

agent and will demolish the structure on the property with my (our) approval and permission after the City of Columbus Building Services Division issues a Demolition Permit.

### Sewer Cap Information\*\*:

Is the Structure habitable and/or has Sewer Service? ☐ Y ☐ N

- If YES, Attach sewer capping permit for the job site. Sewer capping permits are obtained from the City of Columbus Division of Sewerage and Drainage, 910 Dublin Rd., Columbus, Oh. 43215, 614-645-7490.
- If NO, The above property does not have sewer services provided by the City of Columbus Division of Sewerage and Drainage.

\_\_\_\_\_  
Initial Here\*\*

**Utility Disconnection\*\*:** The utilities at the above property have been or will be disconnected prior to the demolition. \_\_\_\_\_  
Initial Here\*\*

### Demolition Waiting Timeframe\*\*:

- The applicant will be informed at application submittal if the requested property is located within an Area Commission, Historic Resources Commission or Architectural Review Commission boundaries.
- If located in an Area Commission, the Commission has up to 60 days to make a recommendation regarding the demolition application for a property in its jurisdiction.
- If located in a Historic Resources Commission or Architectural Review Commission, the Commission has 60 days after receipt of the application to deny the demolition application or issue a certificate of appropriateness for a demolition permit.
- The demolition permit will not be issued prior to the appropriate body's response or expiration of the 60 day review period whichever occurs first.

\_\_\_\_\_  
Initial Here\*\*

### Demolition Notification Process\*\*:

- The holder of the permit will receive a brightly colored 11" by 17" demolition notice when the permit is issued and is required to post this notice on the property's main means of egress no less than 5 days prior to the demolition.
- The holder of the permit is also required to notify the City's Development Director's Designee in writing as well as all the owners of properties within 125 feet of the exterior boundaries of the parcel or parcels slated for demolition no less than 5 days prior to demolition.

### Notification to the Development Director must be sent to:

City of Columbus, Department of Development – Building Services Division  
Chief Plans Official  
757 Carolyn Avenue  
Columbus, OH 43224

\_\_\_\_\_  
Initial Here\*\*

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### DEMOLITION RECYCLING ACKNOWLEDGEMENT (For all demolitions other than 1,2, & 3 family structures)\*\*:

In order to increase recycling and reduce the generation of construction and demolition debris, the following are required in order to obtain a final inspection for a demolition permit and must be affirmed by the applicant:

1. I will reduce and/or recycle a minimum twenty-five percent (25%) of the debris generated by the project.
2. I will keep a record of all reduction, reuse, and/or disposal activities while the project was being performed & will make these available upon request.
3. I agree to recycle all recyclable and reusable materials for which viable recycling options exist.
4. Hazardous waste must be disposed of according to hazardous waste regulations.
5. I will obtain the required percentage of recycling and reduction for this permit.  
■ Method and materials to be obtain this percentage (attach documentation if necessary): \_\_\_\_\_

I certify that I have read this acknowledgement and state under penalty of perjury that I will comply with all city, county, and state ordinances and laws relating to construction or demolition debris, and hereby authorize representatives of the City of Columbus to enter upon the aforementioned property for inspection purposes

**Falsification of a public document is a violation of the Ohio Revised Code, Section 2921.13(a)(5), a misdemeanor of the First Degree, punishable by up to six months imprisonment and a fine of \$1,00.00 or both.**

\_\_\_\_\_  
Permittee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone Number

\_\_\_\_\_  
Email Address

Signature of Property Owners: \_\_\_\_\_  
\_\_\_\_\_

Sworn to before me and signed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_

**Notary Seal Here**

\_\_\_\_\_  
Signature of Notary Public

My Commission Expires: \_\_\_\_\_

### OFFICIAL USE ONLY:

Area Commission: \_\_\_\_\_ Date: \_\_\_\_\_

Approving Authority: \_\_\_\_\_ Date: \_\_\_\_\_

Worksheet Adequacy: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Owner's Affidavit: Y • N • N/A  
Utilities Statement: Y • N • N/A  
Waiting Timeframe: Y • N • N/A

Homeowners Affidavit: Y • N • N/A  
Sewer Cap: Y • N • N/A  
Notification Process: Y • N • N/A

Certificate of Appropriateness: Y • N • N/A  
Recycling Agreement: Y • N • N/A

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### Additional Information on the “Get Green Columbus” Initiative & Requirements:

#### Purpose and Background Information:

In January of 2005, Mayor Michael B. Coleman announced his “Get Green Columbus” Initiative to spur new economic development and environmental changes to make the City of Columbus a greener community. The Initiative, supported by City Council, the city administration, neighborhoods, and local businesses is focused on improving air and water quality, green development and recycling within the City of Columbus. The “Green Team”, comprised of local leaders who are dedicated to creating initiatives to meet these goals, identified recycling of construction or demolition debris as a target area.

#### Debris Recycling Requirements under Columbus City Code:

Section 4113.79 of the Columbus City Codes, Demolition Permit, amended in 2006 added the following requirements:

1. A demolition permit may be issued only after applicant submits affidavits with the City to state that **25% of resulting demolition debris will be recycled.**
2. 25% is calculated by either weight or volume.
3. Hazardous materials are excluded.
4. 1, 2 or 3 dwelling unit buildings are currently excluded.
5. **Final inspections will only occur after “final analysis” of 25% recycling is received by the City** (*final analysis meaning statement of percentage achieved and the method and materials used*).
6. Emergency demolitions (*as required by the building code*) are excluded.

#### Where to take recyclable demolition debris in the Franklin County area:

- **Ace Iron & Metal** (aluminum, copper, brass, stainless, precious metals) 614-443-1403
- **Buckeye Recycling** (aluminum scrap and siding, nonferrous metals, copper, brass, steel) 614-235-4886
- **Central Ohio Contractors** (construction demolition materials) 614-539-2570
- **Colvin Gravel Co.** (concrete, blacktop, brick) 614-486-7175
- **Complete Resources Co.** (concrete, asphalt, block, brick, rock) 614-253-6415
- **CycleMet Inc. West** (steel, brass, copper, glass, plastic, lead, zinc, siding, corrugated cardboard) 614-276-0202
- **Frank Rd C&D** (rough and finished lumber or wood, concrete, brick and concrete block, plaster, ceiling tiles, glass and window frames, plumbing fixture piping, roofing material, stone, soil, rock, wiring and fixtures, insulation, construction boxes) 614-539-3722
- **Grossman Group Inc.** (cardboard, difficult to recycle paper) 614-899-6759
- **JH Schlezinger** (aluminum, bronze, brass, copper, tin, lead, other metals) 614-252-1188
- **Joyce Iron & Metal Co.** (aluminum, copper, steel, brass, insulated wire) 614-299-4175
- **Sims Brothers Recycling** (aluminum, copper, steel, brass, siding) 614-237-2330
- **Smurfit Stone** (corrugated cardboard, scrap metal, aluminum) 614-445-8188
- **Universal Paper and Plastic, Inc.** (cardboard, wooden pallets, some plastics) 614-774-3360

**\*\* PLEASE NOTE: These locations are not intended to be an exclusive list of recycling centers nor are their services guaranteed in any manner \*\***



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### Demolition Inspection Request Form:

Jobsite Address _____		Zip _____	Date Requested _____
			<input type="checkbox"/> Residential: 1, 2, & 3 Family Dwellings
			<input type="checkbox"/> Commercial & Multi-family
Personal Identification Number _____	Permit Number _____		
Company Name _____	Name of Contact Person _____	Telephone Number _____	
Street Address _____	City, State, Zip _____	Email Address _____	

### For Commercial Demolition Only:

	Total Amount of Debris	Total Amount of Recycled Debris	Percentage of Recycled Debris
By Weight:			
By Volume:			

**I certify the demolition work is complete and meets the requirements of Section 4123.23 of the Columbus Building Code. The information provided on this document is accurate in accordance to the records kept during demolition.**

Signature of Registered Contractor or Authorized Signer _____	Print or Type Name _____
---------------------------------------------------------------	--------------------------

### PLEASE NOTE:

- At the completion of the work in accordance to demolition standards -- Section 4123.23, Columbus Building Code, contractor will request a final inspection by **faxing (or e-mailing) the “Demolition Inspection Request Form” to 645-8358**, or [inspectionrequest@columbus.gov](mailto:inspectionrequest@columbus.gov).
- Upon receiving the faxed “Demolition Inspection Request Form”, staff will review the inspection request for completeness, record the total weight or volume of recycled material and debris, file the documents and schedule a final inspection.
- The building inspector will conduct a site inspection and, if in compliance with demolition standards, approve the inspection.
- Building Services Division will maintain a database for all commercial demolition permits. Demolition permit sites having no activity more than 6 months after issuance will be inspected and the applicant advised that the permit has expired.
- If it is determined the work was performed but no inspection was requested, the demolition contractor will be notified to request the final inspection and pay a records research fee as prescribed in the Fee Schedule. If inspections are not requested after demolition, the contractor is in violation of Columbus Building Code Section 4113.79 (J) and may be required to appear before the Board of Review of General and Home Improvement Contractors.

**Comments:** \_\_\_\_\_

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